

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-129

OPEN TO: All interested candidates
TITLE: Correspondence & Records Management Technician
GRADE: FSN-7 (Rs. 722,365 p.a. to Rs. 1,321,165 P.A.)
LOCATION: ISLAMABAD

OPENING DATE: August 8, 2011
CLOSING DATE: August 21, 2011
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: Under general direction of the C&R Supervisor, the incumbent takes part in implementation of USAID/Pakistan Records Management Program; is responsible for maintenance of the Executive Office documentation in ASIST database and coordinates inactive files retirement and disposal. Manages subscription to periodicals and other C&R operations related to performing requests of the Mission offices; serves as a back-up of the Administrative Management Clerk, implementing C&R procedures, associated with correspondence and mail control. Provides information services, while preparing the Mission documents, including contact and personal information; is responsible for processing and distribution of phone bills and invoices. Participates in conducting training courses on records and communications management. Assumes duties of the C&R Supervisor in his/her absence.

QUALIFICATION REQUIRED:

EDUCATION: Completion of College degree or equivalent (fourteen years of education) is required; some relevant technical training (courses in typing and word processing, administrative management training, etc.) is highly desirable.

EXPERIENCE: Three years minimum experience in administrative area is required, including records, correspondence and mail management functions.

LANGUAGE: Level IV (Fluent) written and oral proficiency in English is required. In addition, the incumbent must be fluent in written and oral Urdu.

KNOWLEDGE: The incumbent must have a thorough knowledge of regulations on records management and correspondence control, mail handling, and requirements of the external and internal directives regarding information services. It is necessary to have a good knowledge of the unclassified records, and the system by which these records are kept. Must have clear understanding of communication & records functions and operations.

ABILITIES & SKILLS: The incumbent must have management skills to coordinate and control the correspondence, mail and records management operations. Must be tactful yet effective in explaining procedures related to correspondence, mail and records management. Sound skills in computer software and electronic information handling are required: Windows, MS Word, MS Excel, Outlook, Internet and Intranet, Acrobat Reader, imaging filing system program, etc. Knowledge of operating office equipment (fax, copier, scanner, etc.) is necessary. Valid driver's license is highly desirable for mail delivery. Besides, it is essential to have good communication skills, ability to establish harmonious relationships with colleagues and to work under pressure, as well as to be highly organized, strong customer service oriented and self-starter.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.

6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 21, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.